

**Minutes
Bradley Board of Directors
Bradley Board Room
Thursday, November 20, 2008
12:30 p.m.**

Members Present: Chairman L. Scott Frantz, Michael Long, and Kevin Kelleher.

Members Absent: Commissioner Joseph Marie (represented by Deputy Commissioner Albert Martin), Commissioner McDonald (represented by Deputy Commissioner Ronald Angelo), and Scott Lingenfelter.

- I. Chairman Frantz called the meeting to order at 12:39 p.m.

Chairman Frantz distributed several media articles and provided an overview of the status of the aviation industry.

- II. Approval of Minutes – September 18, 2008

Mr. Long made a motion (2nd: Kelleher) to approve the minutes from the September Board meeting. Voice vote—motion passed.

Mr. Long made a motion (2nd: Kelleher) to approve the minutes from the October Board meeting. Voice vote—motion passed.

- III. Reports

Jeff Schultes provided a general update on the airport's operations. Mr. Schultes' update focused on the status of the runway reconstruction project, the entrance sign project and the recycling program. Mr. Schultes also spoke to efforts to increase non-airline revenues and the future of the car rental facilities.

Mark Daley provided a financial update report through September 30, 2008; it was noted that the report remains in draft mode pending completion of the systems transition to FY 2009 reporting. Mr. Daley's report notes that the budgeted total operating revenue is \$14.4 million, and budgeted total operating expenses are \$10.2 million. Mr. Daley further reported that the FAA has approved the use of PFC revenues for capital programs/projects, as well as the USO agreement. Lastly, Mr. Daley noted the USO agreement is under review by ConnDOT and is expected to be finalized shortly.

Following Mr. Daley's presentation, Marc Holland reviewed the status of the construction of the Black Bear Saloon, sit-down restaurant at Terminal A.

Kiran Jain gave an update on marketing activities at the airport, as well as passenger and cargo statistics. Ms. Jain's report included a review of community outreach efforts as part of the marketing program, as well as the overall marketing programs efforts to reduce its operating budget, expand the airport's service area and refocusing the airport's capital program. In

addition, Ms. Jain outlined opportunities presented to the airlines from the recent downturn in passenger numbers.

Following the reports, Board members discussed progress and schedule of the sit-down restaurant , concession sales and marketing in the Albany area.

IV. Approve Strategic Business Plan

Mr. Long made a motion (2nd: Kelleher) to approve the Strategic Business Plan as presented and discussed at the September meeting of the Board. Voice vote—motion passed.

V. TSA Update

Federal Security Director Peter Boynton provided a year end report via a series of matrix used by TSA to measure their successes and the areas in need of improvement. Mr. Boynton's presentation included a review of the TSA role and responsibilities, as well as its plans for the future. Noted in Mr. Boynton's review were efforts to improve TSA's efficiencies in service, reduce wait time, and work collaboratively with the Airport's staff to improve customer service as a means to meet the security needs of the Airport.

Following Mr. Boynton's presentation Board members discussed the interplay of security and the architectural designs at the Airport.

VI. Auditors Presentation

Mr. Daley presented and reviewed the completed audit. Mr. Daley suggested the formal presentation on the audit be a part of the December Board meeting agenda, due to a scheduling conflict with Blum Shapiro; Chairman Frantz agreed to include this in the next month's agenda.

VII. Incremental Terminal and Concourse Advertising Potential

Chairman Frantz introduced Jon Abeln and Howard Miller from ClearChannel/Interspace for the purpose of providing a presentation on the Airport's advertising potential. Mr. Abeln presented an overview of opportunities to improve the Airport's advertising revenue while creating a sense of place.

Following the presentation Board members discussed the placement of the proposed static displays at the baggage claim areas.

VIII. Executive Session

On a motion by Mr. Kelleher (2nd: Angelo) the Board went into Executive Session to discuss contract negotiations at 2:45 p.m.

On a motion by Mr. Long (2nd: Martin) the Board came out of Executive Session at 3:09 p.m.

IX. Adjourn

On a motion by Mr. Kelleher (2nd: Long) the meeting was adjourned at 3:10 p.m.

Respectfully submitted,

L. Scott Frantz
Chairman

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